

# AUTOMATIC BILL PAYMENT FORM

By completing this form you authorize DMU to withdraw payments from your checking or savings account. You will continue to receive your utility bill before the due date notifying you of the charges. Charges will be withdrawn from your checking/savings account on the 22<sup>nd</sup> each month.

*Sign up for this free service now to be effective for your next billing*



Only complete this section if the checking account owner information is different than the billing information on the opposite side of this form

Customer Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



Information below must be completed for application to be accepted

Financial Institution Name: \_\_\_\_\_  
Type of Account:  Savings  Checking\* (\*MUST enclose voided check)  
Checking/Savings Account Number: \_\_\_\_\_  
Financial Institution Routing/Transit Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You MUST attach a voided check for checking accounts or a deposit slip for savings accounts when applying.

**If funds are not available at the time of payment, the plan will be cancelled.**

## *Office Hours*

*Monday – Thursday*

*7:00 a.m. – 4:30 p.m.*

*Friday*

*7:00 a.m. – 11:00 a.m.*

## **Where and How to Make Payments**

- Mail or hand deliver to our office
- Drop box at office entrance
- Automatic payment is available upon request

**There is a \$31.95 charge for all returned checks.**

## **Billing procedure and Policies**

ACH (automatic payment) customers will have the billed amount deducted from their checking or savings account on the 22<sup>ND</sup> of each month.

Utility Bills are due on the 27<sup>TH</sup> of each month.

Delano Municipal Utilities will send a delinquency notice to the customer after the due date has expired and when payment in full has not been received. The notice will state that the bill is past due and services will be disconnected, as specified on the notice. If the bill is not paid or our office is not contacted to have satisfactory arrangements made, no further notice will be given.

There is a \$53.25 reconnection charge within normal working hours of 7:00 a.m. to 4:00 p.m., Monday through Thursday and 7:00 a.m. to 10:30 a.m. on Friday. The reconnection charge after normal working hours and on weekends is \$133.13.

**No reconnections will be done after 10:00 p.m.**